

NFC

Procedures



National Finance Center
Office of the Chief Financial Officer
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Remote Forms Queuing System (RFQS)

TITLE I
Payroll/Personnel Manual

CHAPTER 20
Reports

SECTION 2
Remote Forms Queuing System (RFQS)

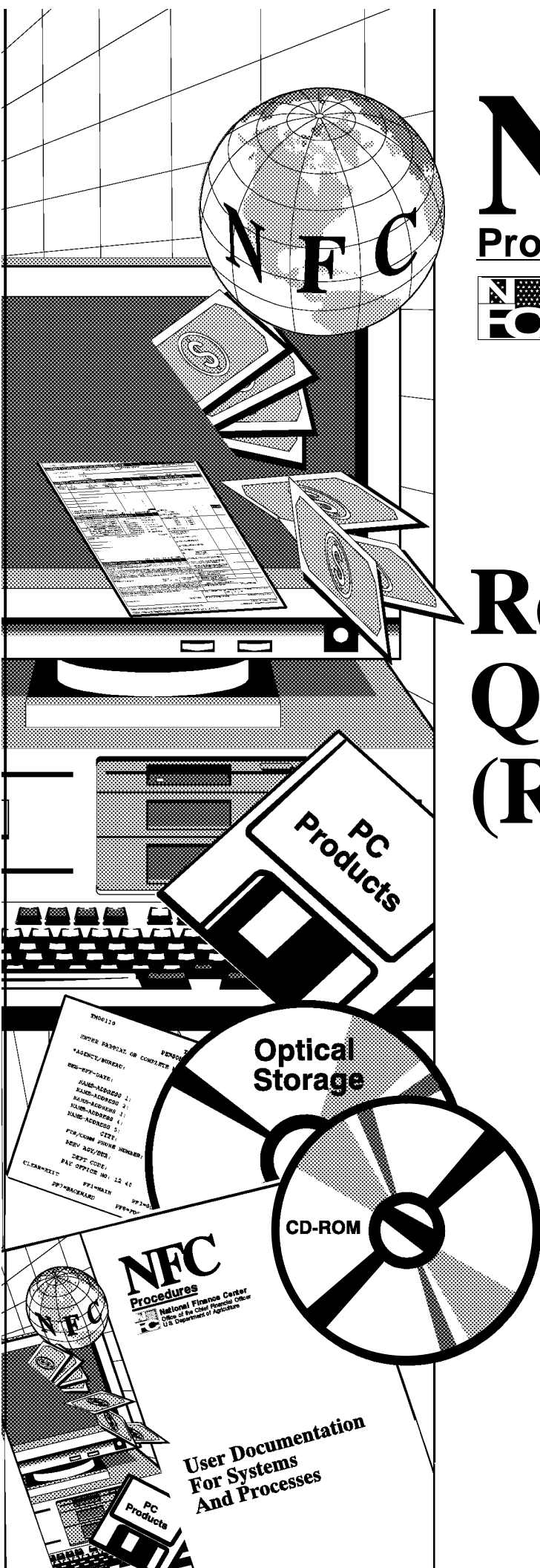


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About This Procedure

This procedure provides instructions for accessing and operating the Remote Forms Queuing System (RFQS). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[System Overview](#) describes what the system is used for and provides related background information.

[System Access](#) provides access security information and instructions for accessing the system.

[Operating Features](#) describes the system's design and how to use its operating features.

[RFQS Menu](#) gives instructions for selecting options from the system's primary selection screen.

Instructions for each **submenu** and **option** are provided under separate headings. All options on a submenu are covered before going to the next option on the RFQS menu. The menu and option screens are presented as figures within the text.

The [Exhibits](#) section includes illustrations of examples of forms and reports.

The [Appendix](#) section contains RFQS error messages.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Messages displayed by the system are printed in *italics*. Example: The message *Not Ready* is displayed.

□ Field specifications are also printed in *italics*. Example: **Password**. (*required, alpha field; 6 to 8 positions*). Key in your password.

□ For date fields, "(mmddyy)" means that you should key in the date in month/day/year order, using leading zeros for single-digit months and days. Example: Key in the date (mmddyy) that the personnel office received the employee's application.

□ Data that is system generated or that you must key in exactly as shown is printed in ***bold italics***. Example: Key in ***RFQS***.

□ Emphasized text within a paragraph is printed in **bold**. Example: For an illustration and brief description of each report, see **Exhibits** in this procedure..

□ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: The NFC Menu (**Figure 4**) is displayed.

□ References to sections within the procedure are printed in bold as shown here. Example: After exiting RFQS (see **Sign-Off instructions** in this procedure), key in *st* or *status* at the Ready prompt.

□ Keyboard references are printed in brackets. Example: Press [Enter]. Press [PF7].

□ Optional actions at the end of a processing function are preceded by square bullets. Example:

- To request another form, select the appropriate menu and proceed as described.

□ Important extra information is identified as a note. Example: **Note:** Enter only one code.

Who To Contact For Help

For questions about payroll/personnel policies and regulations, contact your Committee For Agriculture Payroll/Personnel System (CAPPS) representative.

For questions about the National Finance Center (NFC) processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to RFQS, contact your agency's ADP security officer.

For questions about the system (including help with unusual conditions or obtaining access authority), contact Information Center personnel at **504-255-5230**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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(reserved)

System Overview

The Remote Forms Queuing System (RFQS) procedure provides instructions for accessing and using RFQS. This procedure also illustrates and describes each form and tickler report available through RFQS. RFQS is an online report generator system of the U.S. Department of Agriculture's (USDA) Payroll/Personnel System.

RFQS is a computerized batch-processing system that uses information in USDA's Payroll/Personnel System database to provide agency personnel offices with electronic control in obtaining forms and tickler reports at remote sites.

Payroll and personnel forms and tickler reports currently available to agencies in RFQS are categorized into three menus as follows:

- Forms Menu
- Control Listings Menu
- Notification Listings Menu

Each of the RFQS menu categories listed above has a selection menu. The selection menu provides a list of all forms (by form number and title) or reports that are available for printing within that category. A timetable showing when RFQS forms and reports are available for printing is given later in this section. The selection menus can be accessed on remote terminals by following the sign-on instructions in this procedure. (See [Sign-On](#).)

The Forms menu lists the SF-50-B, SF-1150, Record of Leave Data, and other payroll and personnel forms available for printing purposes. The Summary Counts options display the number of forms that have been processed and indicate if they are ready for printing.

The Control Listings menu lists the tickler reports available for printing that relate to employee within-grade increases, performance appraisals, and probationary period report forms listed on the Forms menu. These forms include wage system grade employee data. The

Summary Counts option displays exactly how many pages are ready for printing.

The Notification Listings menu lists additional payroll and personnel tickler reports available for printing. The Summary Counts option displays exactly how many pages are ready for printing. Also available from this menu are the Federal Employees Health Benefits (FEHB) and Thrift Savings Plan (TSP) Employee Express status letters. Employee Express is a system that allows current employees to update their payroll data via touch-screen kiosks and touch-tone phones in lieu of submitting payroll documents for processing to their personnel offices. The letters are issued to the employee through the personnel office to confirm enrollment and/or change in enrollment in the FEHB and/or TSP program.

All Summary Counts options in RFQS display important information in requesting printouts of forms or reports and can only be viewed online. Summary Counts options should be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing.

For additional information on many of the forms and reports in RFQS, see the Payroll/Personnel Output procedure.

Users can complete Form AD-961, Remote Forms Queuing System (RFQS) Election Form, to elect to print forms and/or tickler reports at remote sites through RFQS. A description and illustration of Form AD-961 is given later in this section.

Another category on the RFQS menu is the VPS – Printing Program. VTAM Printer Support System (VPS) is a part of the Time Sharing Option (TSO) software package and is used for printer control. VPS has an interface VPS Monitor and Control Facility (VMCF). For more information on VPS, see Title VI, Chapter 2, Bulletin 89-1, Enhancements to the Interactive System Productivity Facility (ISPF) and VTAM Printer Support System (VPS), dated February 17, 1989.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

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Availability Of Forms And Reports

The RFQS Processing Chart (**Figure 1**) provides a timetable showing when RFQS forms and reports are available for printing. SF-50-B's are available for printing after a pass is processed to update the RFQS file.

Except for Form SF-50-B, Notification of Personnel Actions, forms and tickler reports in RFQS are available for processing after the Bi-Weekly Examination Analysis and Reporting (BEAR) System generates a "system sweep" on the second Sunday following the end of a pay period. BEAR performs an analysis of the Payroll/Personnel database for the purpose of generating tickler actions and producing outputs for subsequent processing through other systems, such as RFQS. BEAR then closes out the prior pay period and sets up the current pay period for payroll/personnel related information.

The first pass of SF-50-B's is processed on the first Sunday following the end of a pay period. This pass prints all SF-50-B's entered thus far unless the personnel office has elected to print all SF-50-B's after the processing of the second pass.

The second pass of SF-50-B's is processed on the second Sunday following the end of a pay period. This pass prints the remaining SF-50-B's in the system.

All other forms and/or reports are processed on the second Sunday following the end of the pay period.

RFQS Election Form

Agency personnel can complete Form AD-961, Remote Forms Queuing System (RFQS) Election Form (**Figure 2**), to update distribution of Standard Form 50-B, Notification Of Personnel Action, Standard Form 1150, Record Of Leave Data, tickler reports, and/or forms through RFQS.

- To request a change by mail, return the AD-961 to:
USDA, National Finance Center
Financial Services Division
Payroll Accounting Section (TMGT)
P.O. Box 29310
New Orleans, LA 70189
- To fax a change request, send the AD-961 to the Payroll/Personnel Branch, Payroll Accounting Section, at FAX Number **504-255-5426**.

SUN	MON	TUE	WED	THU	FRI	SAT
						End of Pay Period 1
PASS 1 NFC processes SF-50-B's for Pay Period 1		PAY	PERIOD	2		
PASS 2 NFC processes SF-50-B's and all other RFQS forms and reports for Pay Period 1 after BEAR						End of Pay Period 2
PASS 1 NFC processes SF-50-B's for Pay Period 2		PAY	PERIOD	3		
PASS 2 NFC processes SF-50-B's and all other RFQS forms and reports for Pay Period 2 after BEAR						End of Pay Period 3

Figure 1. RFQS Processing Chart

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**REMOTE FORMS QUEUING SYSTEM (RFQS)
ELECTION FORM**

Remote Forms Queuing System (RFQS) provides users with control in obtaining forms and tickler reports electronically. RFQS contains (1) the Forms Menu, (2) the Control Listings Menu, and (3) the Notification Listings Menu. The Forms Menu lists the Notification of Personnel Action (SF-50-B), the Record of Leave Data (SF-1150), and other tickler forms available for printing. The Control Listings Menu and the Notification Listings Menu consist of the tickler reports.

Completion Instructions

A. Identification.

1. **Department Code.** Enter the 2-position department code assigned by OPM.
2. **Agency Code.** Enter the 2-position agency code assigned by NFC.
3. **Personnel Office Identifier (POI).** Enter the 4-position personnel office identifier.
4. **Effective Date.** Enter the effective date of the selection in MM DD YY order. This date should be the first day of the effective pay period.
5. **Contact Person.** Enter the name of the personnel office contact.
6. **Telephone (Area code and number).** Enter the telephone number of the personnel office contact.

B. Selection Options. *Do not complete this section if current selections are valid.*

7. **Will you print your SF-50-B's?** Valid selections are:
 - Yes, if you will use RFQS to print your SF-50-B's after each SF-50-B pass.
 - No, if you will have NFC print and mail your SF-50-B's.
 - S, if you will use RFQS to print your SF-50-B's after the second SF-50-B pass.

8. **Will you print your SF-1150's?** Valid selections are:

- Yes, if you will use RFQS to print your SF-1150's.
- No, if you will have NFC print and mail your SF-1150's.

9. **Will you print your tickler reports?** Valid selections are:

- Yes, if you will use RFQS to print your tickler reports.
- No, if you will have NFC print and mail your tickler reports.

10. **Will you print your tickler forms?** Valid selections are:

- Yes, if you will use RFQS to print your tickler forms.
- No, if you will have NFC print and mail your tickler forms.

C. Personnel Officer Signature Block for SF-50-B and SF-1150. *Do not complete this section if current selections are valid.*

11. **Approving Official.** Enter the personnel officer whose name appears in the Approving Official block on the SF-50-B and the SF-1150 if you desire this name to be printed on these forms.

12. **Approving Official Title.** Enter the title of the approving official.

A. IDENTIFICATION								
1. DEPARTMENT CODE (2 positions)		2. AGENCY CODE (2 positions)		3. PERSONNEL OFFICE IDENTIFIER (POI) (4 positions)		4. EFFECTIVE DATE (6 positions)		
5. CONTACT PERSON (35 positions)				6. TELEPHONE (Area code and number) (10 positions)				
B. SELECTION OPTIONS. <i>(Do not complete this section if current selections are valid.)</i>								
7. Will you print your SF-50-B's?		YES	NO	S	9. Will you print your tickler reports?		YES	NO
							YES	NO
8. Will you print your SF-1150's?		YES	NO		10. Will you print your tickler forms?		YES	NO
							YES	NO
C. PERSONNEL OFFICER SIGNATURE BLOCK FOR SF-50-B AND SF-1150. <i>(Do not complete this section if current selections are valid.)</i>								
11. APPROVING OFFICIAL (36 positions)				12. APPROVING OFFICIAL TITLE (36 positions)				

FORM AD-961 (Revised 6/95)

Return to:

USDA, NATIONAL FINANCE CENTER
FINANCIAL SERVICES DIVISION
P. O. BOX 29310
NEW ORLEANS, LOUISIANA 70189

Figure 2. Remote Forms Queuing System (RFQS) Election Form

Sign-On

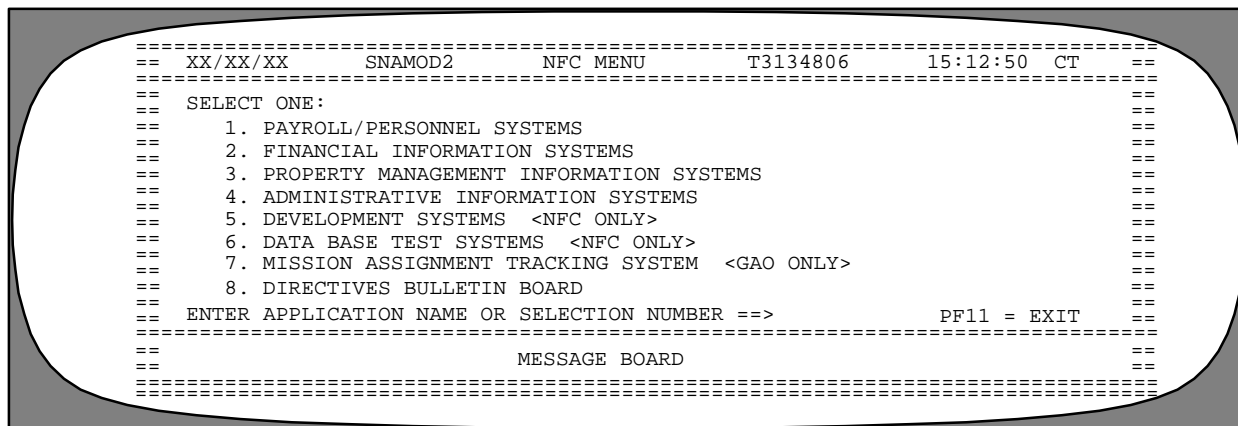
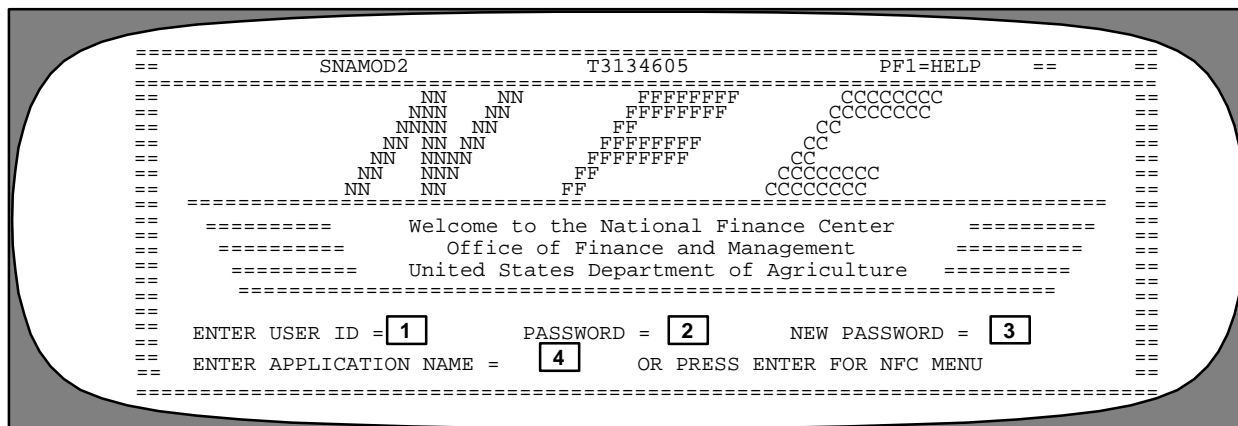
To sign on, connect to your telecommunications network to display the NFC banner screen (**Figure 3**) on your terminal. Then respond to the prompts as follows:

- 1 Enter User ID** (*required, alphanumeric field; max. of 8 positions*). Key in your assigned user ID (e.g., **NF999**). [Tab] to the next prompt.
- 2 Password** (*required, alpha field; 6 to 8 positions*). Key in your password. Your password is not displayed on the screen. [Tab] to the next prompt.
- 3 New Password** (*alpha field; 6 to 8 positions*). If your current password expires, key in a new password. You may change your password any time but not more than once a day. [Tab] to the next prompt.
- 4 Enter Application Name** (*required, alpha field; max. of 9 positions*). Key in **RFQS** and press [Enter]. The RFQS menu is displayed, except when NFC needs to communicate special system function messages.

In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter]. The NFC Menu (**Figure 4**) is displayed. Press [Enter] again to display the RFQS menu.

Access security is designed to prevent unauthorized use of systems and data bases. For information about access security, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Remote Terminal Usage procedure, Title VI, Chapter 2, Section 1.

To access RFQS, you must (1) have authorized security clearance and (2) use a terminal or personal computer that is connected through your telecommunications network to the mainframe computer located at NFC. For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.



Note: When signing on, before you display the RFQS menu, select Option 8, Directives Bulletin Board, on the NFC Menu to view additional messages related to payroll/personnel systems. (See Title VI, Systems Access Manual, Bulletin 94-1, Directives Bulletin Board, dated January 24, 1994.)

Instructions for using the RFQS system begin on page 9.

Sign-Off

To exit RFQS, display the RFQS menu as follows:

At a submenu, [Tab] to the Return To Previous Menu option and press [Enter]. Repeat if necessary to return to the RFQS menu. Then exit from the RFQS menu.

At the Selection Criteria screen, [Tab] to the Command line and key in **R**. Press [Enter] to display the RFQS menu. Then exit from the RFQS menu.

At the VMCF Primary Option Menu, press [PF3] to display the RFQS menu. Then exit from the RFQS menu.

At the RFQS menu, [Tab] to the Return To TSO Environment option and press [Enter].

The Job Status screen (**Figure 5**) is displayed, listing the status of your jobs. **Note:** RFQS assigns a job number for

each job requested. The job number is displayed only on the Job Status screen.

At the Ready prompt, key in *bye* and press [Enter] to display the NFC Menu.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen is displayed. If you do not intentionally disconnect from the mainframe, you are automatically disconnected after your terminal is inactive for a relatively short time.

Note: To avoid unnecessary charges, disconnect from your telecommunications network immediately after a session is terminated..

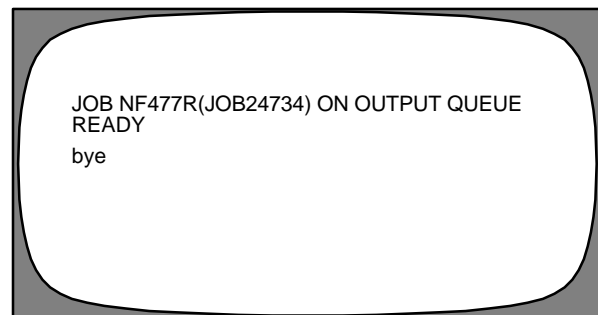


Figure 5. Job Status Screen

Operating Features

This section describes the system's operating features and provides instructions for using the system.

System Edits

RFQS performs edit and/or validity checks on entered data, as applicable. If the data does not pass system edits, an error message is displayed at the bottom of the screen or under the Command line on the Selection Criteria screen. A list of error messages is provided in the [Appendix](#) to this procedure.

Help Screens

Help screens are available for the Selection Criteria screens in RFQS. The Help screens display a narrative description for each field.



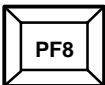
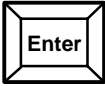

Function Keys

Your keyboard includes :

- Program function keys ([PA], [PF], [F], etc.), used to execute functions and display specific screens in the system
- Other function keys ([Enter], [Clear], etc.)

For instructions on your equipment usage, see the manufacturer's operating guide or consult your agency ADP staff.

The special functions of these keys in RFQS are displayed at the bottom of each screen. Descriptions are provided below:

Key	Functions
	Used to display the NFC Menu or, in the VPS – Printing Program option, used to display the previous screen and exit to the RFQS menu.
	Used to return to Screen 1 of the Notification Listings menu.
	Used to display Screen 2 of the Notification Listings menu.
	Used to enter data into the system after you have keyed it in at a screen.
	Used to move the cursor from field to field.

Instructions follow for using the RFQS menu and system options.

RFQS Menu

After you access RFQS, the RFQS menu (**Figure 6**) is displayed. The menu provides four submenus for viewing data and selecting a form or report for output.

Below is a brief description of each submenu.

1. Forms Menu. Used to display payroll and personnel forms available for printing purposes. Below is a list of options available on the Forms submenu:

- (SF-50-B) Notification Of Personnel Action
- (SI-650) Personnel Notification Document
- (AD-658) Notification Of WGI Due
- (AD-435) Performance Appraisal
- (AD-507) Expiration Of Prob/Trial Period (HUD-25013)
- (AD-773) Expiration Of Suprv/Prob Period (HUD-25013A)
- (CD-416) Certification For WGI
- (CD-35) Probationary/Trial Period
- (SF-1150) Record Of Leave Data
- Summary Counts Of SF-50-B And SI-650
- Summary Counts Of SF-1150 Forms
- Summary Counts Of All Other Forms
- Return To Previous Menu

2. Control Listings Menu. Used to display tickler reports available for printing that relate to the forms listed on the Forms menu. Below is a list of options available on the Control Listings submenu.

- Classified Employee WGI List
- Performance Appraisal
- Probationary Trial Period
- Supervisory/Managerial Form AD-773
- Supervisory/Managerial Form CD-352
- Summary Counts Of All Control Listings

- Return to Previous Menu

3. Notification Listings Menu. Used to display various tickler reports available for printing. Below is a list of options available on the Notification Listings submenu.

- Expiration Of Limited Appointments
- Employees In Non-Pay Status With Expired NTE Dates
- Taper/Status Quo Employees Eligible For Career
- Employees Approaching Expiration Of Grade Retention
- Retirements
- Vacancy Review Notice
- Notification Of Position To Be Inactivated
- Interim Performance Evaluation
- Conversion To Career Tenure Four Week Notification
- SES Recertification Notification
- Position NTE Date Approaching Expiration
- Projected Duties Follow Up
- Employees Approaching Expiration Of Detail Assignment
- Employees Approaching Expiration Of Temporary Promotion
- Federal Wage System WGI Eight Week Notification
- Temporary Employees – FEHB Coverage Eligibility
- Performance Evaluation Eligibility
- Notification Of Longevity Percent Changes
- Notification Of Adjustment To Longevity Date
- 90-Day Notification For Recertification Of Retention Allowance
- Summary Counts Of All Notification Listings
- Return To Previous Menu

```
***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **

*      ---> FORMS MENU                                     *
*      ---> CONTROL LISTINGS MENU                         *
*      ---> NOTIFICATION LISTINGS MENU                   *
*      ---> VPS - PRINTING PROGRAM                       *
*      ---> RETURN TO TSO ENVIRONMENT.                   *
*
***** POSITION CURSOR AND PRESS -ENTER- *****
```

Figure 6. RFQS Menu

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4. VPS – Printing Program. Allows users with 3270 printers to monitor and control the printing of RFQS forms and reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

For an illustration and brief description of each form and report, see [Exhibits](#) in this procedure.

It is important to first select and view the Summary

Counts options before requesting specific forms to print. The summary counts inform the user of the number of forms that have been processed and indicate if they are ready for printing.

- To select a submenu, [Tab] to the desired submenu and press [Enter]. The desired submenu (**Figure 7**) is displayed listing the forms available for that submenu.

```

** RFQS ***** FORMS (1.1) **
*
* ---> (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION
* ---> (SI-650)   PERSONNEL NOTIFICATION DOCUMENT
* ---> (AD-658)   NOTIFICATION OF WGI DUE
* ---> (AD-435)   PERFORMANCE APPRAISAL
* ---> (AD-507)   EXPIRATION OF PROB/TRIAL PERIOD (HUD-25013)
* ---> (AD-773)   EXPIRATION OF SUPRV/PROB PERIOD (HUD-25013A)
* ---> (CD-416)   CERTIFICATION FOR WGI
* ---> (CD-35)    PROBATIONARY/TRIAL PERIOD
* ---> (SF-1150)  RECORD OF LEAVE DATA
*
* ---> SUMMARY COUNTS OF SF-50-B AND SI-650
* ---> SUMMARY COUNTS OF SF-1150 FORMS
* ---> SUMMARY COUNTS OF ALL OTHER FORMS
* ---> RETURN TO PREVIOUS MENU.
*
***** POSITION CURSOR AND PRESS -ENTER- *****
```

Figure 7. Submenu (example is for the Forms Submenu)

Summary Counts

The Summary Counts options are available on the RFQS submenus. These options are used to display important information in requesting printouts of forms and reports for a specific pay period and can only be viewed online. Summary Counts options should always be selected first to inform the user of the number of forms or reports that have been processed and to indicate whether they are ready for printing. The information is displayed immediately after entry of the Selection Criteria Screen For Summary Counts.

For purposes of this procedure, instructions relate to the first Summary Counts option on the Forms menu, Summary Counts Of SF-50-B And SI-650, with exceptions noted where applicable.

- To select this option, at the Forms menu, [Tab] to the Summary Counts Of SF-50-B And SI-650 option and press [Enter]. The pay period selection screen (**Figure 8**) is displayed. Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

- To select another option, [Tab] to the option desired and press [Enter]. The appropriate option name appears on each screen.

Below is a brief description of each option on the pay period selection screen:

Current Pay Period. Refers to the most recently processed pay period.

Previous Pay Period. Refers to the pay period prior to the current pay period.

Other Pay Period. Used to select a pay period prior to the previous pay period.

Return To Previous Menu. Used to return to the previous menu.

To select an option from the pay period selection screen, [Tab] to the applicable option and press [Enter].

If the Other Pay Period option is selected, the pay period status screen (**Figure 9**) is displayed showing the current pay period for processing. No entry is required; press [Enter] to continue.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** SUMMARY COUNTS OF SF-50-B AND SI-650 ***** (2.0) ** *
* *
* *
* * ---> CURRENT PAY PERIOD. * *
* *
* * ---> PREVIOUS PAY PERIOD. * *
* *
* * ---> OTHER PAY PERIOD. * *
* *
* * ---> RETURN TO PREVIOUS MENU. * *
* *
* *
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 8. Pay Period Selection Screen (example is for Summary Counts Of SF-50-B And SI-650)

```

***** SF-50-B AND SI-650 STATUS *****

THE CURRENT PAY PERIOD FOR
PROCESSING FOR THE 50S IS PAY PERIOD 18.

** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

*****

*PRESS <ENTER> TO CONTINUE **

```

Figure 9. Pay Period Status Screen (example is for SF-50-B's and SI-650's)

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The pay period entry screen (**Figure 10**) is displayed. Up to 24 pay periods prior to the previous pay period can be selected. Key in the applicable pay period and press [Enter].

The Selection Criteria For Summary Counts screen (**Figure 11**) is displayed for the user to key in requirements for an online view of the Summary Counts.

Complete the fields as follows:

1 **Command** (optional, alpha field; 1 position). Key in **H** for the Help screen or **R** to return to the menu. [Tab] to the next field.

2 **Department Code** (required, alpha field; 2 positions). Key in the department code.

3 **Agency Code** (required, alpha field; 2 alphanumeric positions). Key in the agency code.

4 **Submitting Office Number** (required, numeric field; 4 positions). Key in the personnel office identifier.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** SF-50-B AND SI-650 PAY PERIOD ENTRY ***** (2.2)** *
* *
* *
* *
* *
* *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)  ____
* *
* *
* *
****
*
* ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *

```

Figure 10. Pay Period Entry Screen (example is for SF-50-B's and SI-650's)

```

                                SELECTION CRITERIA FOR SUMMARY COUNTS

COMMAND ==> 1

*TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

2 Department Code      ____
3 Agency Code         ____
4 Submitting Office Number  ____

*FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*

```

Figure 11. Selection Criteria For Summary Counts Screen (example is for Summary Counts of SF-50-B and SI-650)

Note: For the Summary Counts of All Other Forms option only, the Selection Criteria For Summary Counts screen (**Figure 12**) displays three additional fields to allow the user to select forms down to the fourth organizational structure level..

Complete the fields as follows:

1 **Org Structure Level 2** (*optional, numeric field; 2 positions*). Key in the 2nd level organizational structure code.

2 **Org Structure Level 3** (*optional, numeric field; 2 positions*). Key in the 3rd level organizational structure code.

3 **Org Structure Level 4** (*optional, numeric field; 4 positions*). Key in the 4th level organizational structure code.

After completing the applicable fields, press [Enter]. The summary counts status screen (**Figure 13**) for a specific pay period is displayed. The screen displays the pay period in the top right hand corner.

```
SELECTION CRITERIA FOR SUMMARY COUNTS

COMMAND ===>

*TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

Department Code      ____
Agency Code         ____
Submitting Office Number ____
1 Org Structure Level 2  ____
2 Org Structure Level 3  ____
3 Org Structure Level 4  ____

*FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO DISPLAY COUNTS*
```

Figure 12. Selection Criteria For Summary Counts Screen (*example is for All Other Forms option*)

```
SUMMARY OF SF-50-B'S AND SI-650'S AVAILABLE TO RFQS FOR PAY PER 23

DEPT AG U.S. DEPARTMENT OF AGRICULTURE
AGCY 90 OFFICE OF FINANCE AND MANAGEMENT
SON 5317 NEW ORLEANS, LA.

FORMS NO. FORMS

(SF50B) NOTIFICATION OF PERSONNEL ACTION 1ST PASS 64
(SF50B) NOTIFICATION OF PERSONNEL ACTION 2ND PASS 38
(SI650) PERSONNEL NOTIFICATION DOCUMENT 1ST PASS 0
(SI650) PERSONNEL NOTIFICATION DOCUMENT 2ND PASS 0

*** PRESS -ENTER- TO CONTINUE ***
```

Figure 13. Summary Counts Status Screen (*example is for Summary Counts of SF-50-B and SI-650*)

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If **O** is displayed in the No. Forms column on the summary counts status screen, data is not available for the selected pay period.

If the message *Not Ready* is displayed in the No. Forms column, the system has not finished processing the data. When a number is displayed, it indicates the number of forms available for printing.

If RFQS does not provide any forms and/or reports for your personnel office identifier, a message screen (**Figure 14**) is displayed.

- To return to the Forms menu, press [Enter] at the summary counts status screen or the message screen.

- To request another summary count, return to the Selection Criteria For Summary Counts screen. The criteria from your last request is still displayed on the screen. [Tab] to the fields to be changed and enter the appropriate data. After all changes are made, press [Enter].

- To request another report, select the appropriate menu and proceed as described.

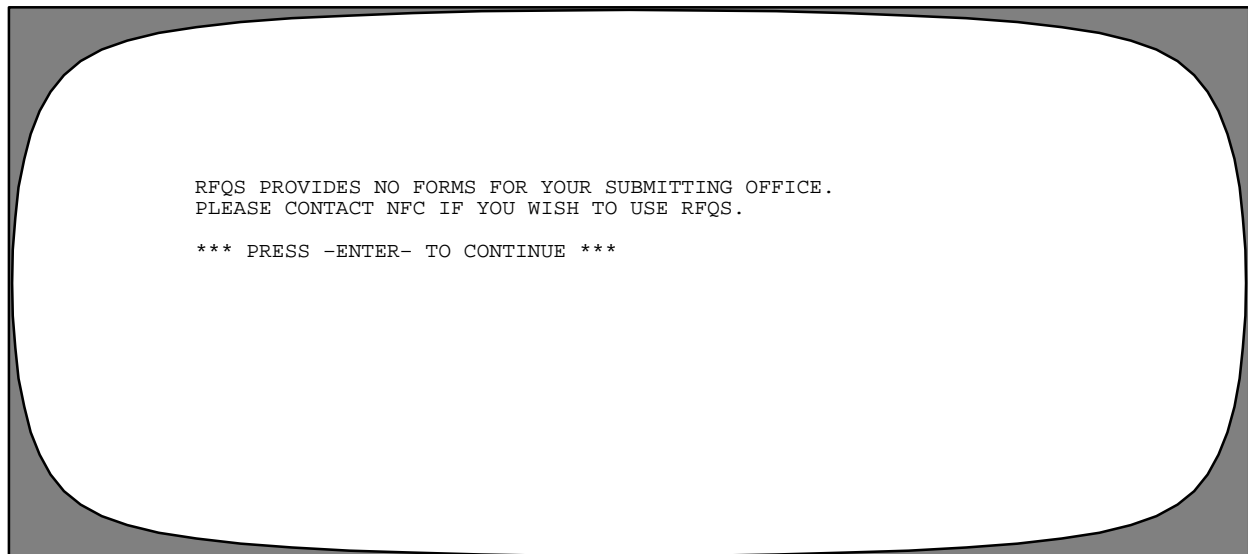


Figure 14. RFQS Message Screen

Forms And Reports Selection

Each option at the RFQS menu provides a submenu that lists all forms or reports in that option.

Each submenu has a pay period selection screen that provides the current pay period, previous pay period, and other pay period to be used for selecting output.

For purposes of this procedure, instructions in this section relate to the SF-50-B's. The SF-50-B option only has a pass selection screen showing First Pass, Second Pass, and Both Passes options. Use the instructions below for these forms. At the Forms menu, the cursor is automatically positioned to request the SF-50-B.

- To select this option, press [Enter]. The pay period selection screen (**Figure 15**) is displayed. Data is processed for a pay period after it closes and is usually completed processing in the following pay period.

- To select another option, [Tab] to the option desired and press [Enter]. The appropriate option name is displayed on each screen.

Below is a brief description of each option listed on the pay period selection screen:

Current Pay Period. Refers to the most recently processed pay period.

Previous Pay Period. Refers to the pay period prior to the current pay period.

Other Pay Period. Used to select a pay period prior to the previous pay period.

Return To Previous Menu. Used to return to the Forms menu.

- To select an option from the pay period selection screen, [Tab] to the applicable option and press [Enter].

If the Other Pay Period option is selected, the pay period status screen (**Figure 16**) is displayed showing the current pay period processing. No entry is required; press [Enter] to continue.

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** (SF-50-B) NOTIFICATION OF PERSONNEL ACTION***** (2.0) **
* *
* *
* * ---> CURRENT PAY PERIOD.
* *
* * ---> PREVIOUS PAY PERIOD.
* *
* * ---> OTHER PAY PERIOD.
* *
* * ---> RETURN TO PREVIOUS MENU.
****
*
***** POSITION CURSOR AND PRESS -ENTER- *****
  
```

Figure 15. Pay Period Selection Screen (example is for (SF-50-B) Notification Of Personnel Action)

```

***** SF-50-B AND SI-650 STATUS *****

      THE CURRENT PAY PERIOD FOR
      PROCESSING FOR THE 50S IS PAY PERIOD 18.

      ** ONLY PAY PERIODS PRIOR TO THIS ARE PERMITTED **

*****

*PRESS <ENTER> TO CONTINUE **
  
```

Figure 16. Pay Period Status Screen (example is for SF-50-B's and SI-650's)

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The pay period entry screen (**Figure 17**) is displayed. Up to 24 pay periods prior to the previous pay periods can be selected. Key in the applicable pay period and press [Enter]. The Selection Criteria screen is displayed except when the SF-50-B is selected. The pass selection screen (**Figure 18**) is displayed only after selecting the SF-50-B.

A pass is a system processing cycle which updates the SF-50-B files. Below is a description of each pass.

First Pass. Usually runs on the First Sunday following the end of a pay period. This pass prints all SF-50-B's

entered thus far unless the personnel office has elected to print all SF-50-B's after the processing of the second pass.

Second Pass. Usually runs on the second Sunday following the end of a pay period. This pass prints the remaining SF-50-B's processed in the system.

Both Passes. Used to request SF-50-B's for both passes described above.

- To select an option from the pass selection screen, [Tab] to the applicable option and press [Enter].

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (1.0) **
*
* ** SF-50-B AND SI-650 PAY PERIOD ENTRY ***** (2.2) **
* *
* *
* *
* *
* *      ENTER 2-DIGIT PAY PERIOD NUMBER (01-26)  _
* *
* *
* *
****
*
* ENTER PAY PERIOD FOR THE 50S REQUEST OR -R- TO RETURN TO FORM MENU *

```

Figure 17. Pay Period Entry Screen (example is for SF-50-B's and SI-650's)

```

***** ---REMOTE FORMS QUEUING SYSTEM--- ***** (2.0) **
*
* ** (SF-50-B) NOTIFICATION OF PERSONNEL ACTION ***** (3.0) **
* *
* *
* *      ---> FIRST PASS.
* *
* *      ---> SECOND PASS.
* *
* *      ---> BOTH PASSES.
* *
* *      ---> RETURN TO PREVIOUS MENU.
****
*
***** POSITION CURSOR AND PRESS -ENTER- *****

```

Figure 18. Pass Selection Screen

The Selection Criteria screen (**Figure 19**) is displayed. All or a combination of the fields listed below may be displayed depending on the particular form or report selected.

Complete the fields as follows:

Command (*optional, alpha field; 1 position*). Key in **H** for the Help screen or **R** to return to the RFQS menu. [Tab] to the next field.

User's Name To Be On JCL (*required, alphanumeric field; max. of 15 positions*). Key in the user's name or other information to identify the report destination.

Remote Destination (*required, alphanumeric field; max. of 16 positions*). Key in the printer identifier where the form is to be printed.

Last Character Of Job Name (*optional, alphanumeric field; 1 position*). Key in any letter (**A–Z**) or number (**0–9**) to identify this report from others being specified. This character becomes the last character of the job name. If no entry is made, the system defaults to **Q**.

It is recommended that a unique 6th digit job name character be entered whenever the possibility exists that more than one report will be requested. If a character is not entered and the system defaults to **Q**, when two reports are requested, both jobs would have the same job name. Since duplicate jobs cannot execute at the same time, one job would have to be completed before the system could start executing the other job. If the reports were given different job names, they could be executing simultaneously.

System Output Class (*optional, alpha field; 1 position*). Key in **A** to generate a hard copy at the designated printer or **X** to hold output for viewing at the terminal. For instructions on viewing a report before printing, see

the Interactive System Productivity Facility (ISPF) procedure, Title VI, Chapter 2. If no entry is made, the system defaults to **A**.

Number Of Copies (*optional, numeric field; 1 position*). Key in the number of reports needed (**1–5**). If no entry is made, the system defaults to **1**.

Department Code (*required, alpha field; 2 positions*). Key in the department code.

Agency Code (*required, alphanumeric field; 2 positions*). Key in the agency code.

Submitting Office Number (*required, numeric field; 4 positions*). Key in the personnel office identifier.

Org Structure Level 2 (*optional, numeric field; 2 positions*). Key in the 2nd level of the organizational structure code.

Org Structure Level 3 (*optional, numeric field; 2 positions*). Key in the 3rd level of the organizational structure.

Org Structure Level 4 (*optional, numeric field; 4 positions*). Key in the 4th level of the organizational structure.

SSN (*optional, numeric field; 9 positions*). Key in up to three employee social security numbers. To print all SF-1150's for the requested pay period, leave the SSN fields blank.

After completing the applicable fields, press [Enter] to submit the job for output. The RFQS menu is displayed.

- To request another form, select the appropriate menu and proceed as described.

```

                                SELECTION CRITERIA FOR
                                (SF-50-B)  NOTIFICATION OF PERSONNEL ACTION

COMMAND ==>
*TYPE "H" FOR HELP OR "R" TO RETURN TO MENU*

User's Name to be on JCL  _____
Remote Destination       _____
Last Character of Job Name  Q
System Output Class      A
-----
Department Code         ____
Agency Code             ____
Submitting Office Number  ____

    *FILL IN SELECTION CRITERIA AND PRESS -ENTER- TO SUBMIT REPORT*
```

Figure 19. Selection Criteria Screen (example is for (SF-50-B) Notification Of Personnel Action)

VPS – Printing Program

This option allows users with 3270 printers to monitor and control the printing of RFQS reports through the VTAM Printer Support System (VPS) Monitor and Control Facility (VMCF).

- To select this option, at the RFQS menu, [Tab] to the VPS – Printing Program option and press [Enter]. The VMCF Primary Option Menu (**Figure 20**) is displayed with the cursor at the option line.

Complete the entry fields as follows:

1 Option (required, alphanumeric field; 26 positions). Key in **1** to enter the VPS print command. Press [PF3] or key in **End** or **X** and press [Enter] to terminate VMCF.

2 Printer (required, alphanumeric field; max. of 8 positions). Key in your printer ID and press [Enter].

The VPS Printer Command Menu (**Figure 21**) is displayed with the cursor at the option line. Complete the fields as follows:

1 Option (required, alphanumeric field; max. of 26 positions). Key in **3** to start the printer. Press [PF3] or key in **End** or **X** and press [Enter] to terminate VMCF.

2 Printer (required, alphanumeric field; max. of 8 positions). The printer ID from the previous screen is displayed. No entry is required. Press [Enter].

The message *Command Issued* is displayed in the upper right corner of the screen.

- To view the status of the printer, press [PF3] to return to the VMCF Primary Option Menu. Key in **2** to Display VPS Printer List option. Press [Enter].

```

----- VMCF PRIMARY OPTION MENU -----
OPTION ===> 1

PRINTER ===> 2

1 - Enter VPS printer command
2 - Display VPS printer list

S - Display VPS printer summary
T - VMCF Tutorial

X - Terminate VMCF

Enter END command to terminate VMCF.

USERID - NFC03
TERMINAL - MULTTES
VPS NAME - VPS61
PROFILE - NFC03

```

Figure 20. VMCF Primary Option Menu

```

----- VPS PRINTER COMMAND MENU -----COMMAND ISSUED
OPTION ===> 1

PRINTER ===> 2

3 - START (Remove drain status)
4 - STOP (Set drain status)
TYPE ===> (Blank-Normal, I-Immediate, F-Force)
5 - CANCEL (Cancel dataset|job currently printing)
TYPE ===> (D-Dataset, J-Job, Default is dataset)
6 - REPEAT (Repeat dataset currently printing)
7 - RESTART (Restart dataset currently printing)
8 - REPOSITION (Reposition dataset currently printing)
9 - SELECT (Alter printer selection criteria)

USERID - NFC03
TERMINAL - MULTTES
VPS NAME - VPS61
PROFILE - NFC03

```

Figure 21. VPS Printer Command Menu

The VPS Printer Selection Menu (**Figure 22**) is displayed. Enter your printer number (*max. of 8 positions*). Press [Enter].

The VPS Printer Selection List screen (**Figure 23**) is displayed. This screen list the printer specified by the user, the number of jobs currently waiting to print, and the status of the printer.

If the command was not issued, the message *Printer Not Found* is displayed in the upper right corner of the VPS

Printer Command Menu. This message indicates that the printer has not been activated. For further assistance, call the Network Control Center at **504-255-5037**.

- To exit VPS, press [PF3] until the RFQS menu is displayed.

Users with other types of printers should follow their normal procedures to retrieve and print reports.

```

----- VPS PRINTER SELECTION MENU -----
COMMAND ==>

ENTER PRINTER LIST SELECTION CRITERIA:

PRINTER ==>          (Specify full or partial printer name)
GROUP   ==>          (Specify full or partial group   name)
VPS NAME ==>         (Limit search to specific VPS STC name)

PRINTER STATUS:      (Specify printer status; null defaults to any status)

- ABENDED      (Scheduler subtask abended)
- BUSY         (Utility function)
- DRAINED      (Stopped)
- DRAINING     (Printing but will stop when complete)
- EDRAINED     (Stopped due to error condition)
- FORMWAIT     (Waiting for form mount)
- IDLE         (Waiting for work)
- INTVREQD     (Intervention required)
- MISSRESP     (Missing response detected)
- POWEROFF     (Printer is powered off)
- PRINTING     (Currently printing)
- QUEUEING     (Queueing work)
- WCONNECT     (Waiting for connection)

```

Figure 22. VPS Printer Selection Menu

```

----- VPS PRINTER SELECTION LIST -----
COMMAND ==>

                                SCROLL ==> PAGE

C - Command      H - Held Queue      Q - Output Queue      S - Summary

MBR  NAME  LUNAME  WAITING  STATUS
- U527      T3035021      NONE    IDLE                  C=ACXE D=U527 F=STD

**END**

```

Figure 23. VPS Printer Selection List Screen

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Report Status

ISPF – Viewing Program

The Interactive System Productivity Facility (ISPF) enables the users to view a report at their terminal prior to printing. For detailed information on accessing ISPF, see Interactive System Productivity Facility procedure, Title VI, Chapter 2, Section 2.

Viewing The Print Status Of Reports

After exiting RFQS (see **Sign-Off**) in this procedure, key in *st* or *status* at the Ready prompt. A message is displayed indicating the status of the job. If the user is not logged-on to RFQS at the time the job execution is completed, the message is displayed the next time the user logs-on or exits RFQS.

Message

*Executing Job
NF999Q(JOB12345)*

*Job NF999Q(JOB12345)
Waiting Execution*

*Job NF999Q(JOB12345)
On Output Queue*

*No Jobs Found
Ready*

Description

Displayed when the job is being executed.

Displayed when the job is waiting to be executed.

Displayed when the job is waiting to be retrieved at a terminal or waiting to be printed at an online or remote printer.

Displayed when the job has executed and is no longer in the queue.

Exhibits

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Title I
Chapter 20
Section 2
Exhibit 1

Notification Of Personnel Action

Report Number: SF-50-B

data exactly as processed and as contained in the data base for the employee.

Brief Description: Provides documentation of official personnel actions processed. It reflects the

Report Availability: After the processing of the first and/or second pass of the SF-50-B's.

<small>Standard Form 50-B Rev. 8/88 U.S. Office of Personnel Management FPM Chapter 296</small>												NOTIFICATION OF PERSONNEL ACTION															
1. Name (Last, First, Middle)												2. Social Security Number						3. Date of Birth				4. Effective Date					
FIRST ACTION												SECOND ACTION															
5-A. Code				5-B. Nature of Action								6-A. Code				6-B. Nature of Action											
5-C. Code				5-D. Legal Authority								6-C. Code				6-D. Legal Authority											
5-E. Code				5-F. Legal Authority								6-E. Code				6-F. Legal Authority											
7. FROM: Position Title and Number												15. TO: Position Title and Number															
8. Pay Plan		9. Occ. Code		10. Grade/Level		11. Step/Rate		12. Salary		13. Pay Basis		16. Pay Plan		17. Occ. Code		18. Grade/Level		19. Step/Rate		20. Salary/Award		21. Pay Basis					
14. Name and Location of Position's Organization												22. Name and Location of Position's Organization															
EMPLOYEE DATA																											
23. Veteran Preference 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%												24. Tenure 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				25. Agency Use				26. Veterans Preference for RIF <input type="checkbox"/> YES <input type="checkbox"/> NO							
27. FEGLI												28. Annuitant Indicator												29. Pay Rate Determinant			
30. Retirement Plan												31. Service Comp. Date (Leave)				32. Work Schedule I - Intermittent J - INT Seasonal F - Full-time G - FT Seasonal H - FT On-Call P - Part-Time Q - PT Seasonal R - PT On-Call				33. Part-Time Hours Per Biweekly Pay Period							
POSITION DATA																											
34. Position Occupied 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved												35. FLSA Category E - Exempt N - Nonexempt				36. Appropriation Code								37. Bargaining Unit Status			
38. Duty Station Code												39. Duty Station (City - County - State or Overseas Location)															
40. Agency Data				41.				42.				43.				44.											
45. Remarks																											
46. Employing Department or Agency												50. Signature/Authentication and Title of Approving Official															
47. Agency Code				48. Personnel Office ID				49. Approval Date																			
TURN OVER FOR IMPORTANT INFORMATION																											
3 - PART 50-309												1 - Employee Copy - Keep for Future Reference															
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Personnel Notification Document

Report Number: SI-650

Institution. It reflects the data exactly as processed and as contained in the data base for the employee.

Brief Description: Provides documentation of official personnel actions processed for Smithsonian

Report Availability: After the second Sunday following the end of the pay period.

PERSONNEL NOTIFICATION DOCUMENT											
SI-650 SI Trust Fund Rev. 9/87											
1. Name (Last, First, Middle)				2. Social Security Number				3. Date of Birth		4. Effective Date	
FIRST ACTION						SECOND ACTION					
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action			
7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan		9. Occ. Code		10. Grade or Level		11. Step or Rate		12. Total Salary		13. Pay Basis	
16. Pay Plan		17. Occ. Code		18. Grade or Level		19. Step or Rate		20. Total Salary - Award		21. Pay Basis	
12A. Basic Pay		12B. Locality Pay		12C. Adv. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Pay	
12C. Adv. Basic Pay		12D. Other Pay		20C. Adv. Basic Pay		20D. Other Pay					
14. Organization Name						22. Organization Name					
EMPLOYEE DATA											
23. Veterans Status						24. Type of Appointment			25. Citizenship		26. Sex
1 - None 6 - 30% Comp.						8 - Indefinite 9 - Temporary			1 - U.S.		8 - Other
27. Life Insurance						28. Health Insurance			29. Pay Rate Determinant		
1 - Eligible 2 - Ineligible						1 - Eligible 2 - Ineligible					
30. Retirement Coverage						31. Service Comp. Date			32. Work Schedule		33. Part-Time Hours
1 - CS 3 - TIAA 5 - TIAA/FICA 2 - FICA 4 - None 8 - Plan Soc. Sec.									F - Full-time P - Part-time I - Intermittent		Per Biweekly Pay Period
34. NTE Date						35. FLSA Category			36. Organizational Structure Code		37. Bargaining Unit Status
						E - Exempt N - Nonexempt					
38. Duty Station Code						39. Duty Station (City-County-State or Overseas Location)					
40. Supervisory Code		41.		42.		43.		44. Accounting Fund Number			
45. Remarks											
46. Employing Organization						50. Signature / Authentication and Title of Approving Official					
47. Agency Code		48. Personnel Office I.D.		49. Approval Date							
1 - EMPLOYEE COPY - KEEP FOR FUTURE REFERENCE											

SI-650 OBS 754-348
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Title I
Chapter 20
Section 2
Exhibit 3

Within-Grade Increase Record

Report Number: AD-658

period required for within-grade salary increase.

Brief Description: Provides 16 weeks advance notice that the employee will complete the waiting

Report Availability: After the second Sunday following the end of the pay period.

U.S. DEPARTMENT OF AGRICULTURE WITHIN-GRADE INCREASE RECORD					
PART I.					
1. NAME (Last, first, middle)		2. SOCIAL SECURITY NO.	3. AGENCY CODE	4. PAY PLAN	14. WGI WAITING PERIOD BEGAN
5. OCCUP. SER.	6. GRADE/STEP	7. PAY RATE DETERMINANT CODE	8. SALARY	9. DUTY STATION CODE	15. INT. DAYS IN PAY STATUS NO. DAYS AS OF (DATE)
10. OFFICIAL TITLE OF POSITION			11. PERS. POSITION NO.	12. STANDARD JOB NO.	16. EFF. DATE FOR WGI
13. ORGANIZATION STRUCTURE CODE					17. WGI GRANTED <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>INSTRUCTIONS: The above employee will meet the time requirements for a WGI on the date shown in Block 16. Final eligibility for the WGI depends upon your determination as the employee's supervisor that the employee's performance is at an "acceptable level of competence." Please make sure that you keep a record of any discussions you hold with the employee on this WGI determination. This record will be important should the employee request reconsideration if the within-grade increase is withheld.</p>					
LEVEL OF COMPETENCE DETERMINATION FOR WITHIN-GRADE INCREASE					
PART II - To be completed, when applicable, by the employee's immediate supervisor not earlier than 2 weeks prior to the effective date.					
<input type="checkbox"/> AN ACCEPTABLE LEVEL OF COMPETENCE. I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that I find the employee's work to be of an acceptable level of competence within the meaning of 5 U.S.C. 5335.					
SIGNATURE AND TITLE OF SUPERVISOR				DATE	
PART III - To be completed, when applicable, by the employee's immediate supervisor and the Reviewing Official.					
<input type="checkbox"/> NOT AN ACCEPTABLE LEVEL OF COMPETENCE. (Contact Personnel Office.) I personally have considered the work of the above-named employee in terms of the essential work factors of the position occupied, and I certify that it is not of an acceptable level of competence to establish eligibility for a within-grade increase under 5 U.S.C. 5335.					
SIGNATURE AND TITLE OF SUPERVISOR				DATE	
<input type="checkbox"/> I have discussed fully the work of this employee with the supervisor whose signature appears above, and concur with the determination made.					
SIGNATURE AND TITLE OF REVIEWING OFFICIAL				DATE	
RECONSIDERATION FINDINGS					
PART IV - To be completed by an appropriate Agency Official should the employee request reconsideration.					
<input type="checkbox"/> The employee's performance during the specified waiting period met the acceptable level of competence requirement. The initial decision to withhold is hereby reversed. The within-grade pay increase should be effected on the original due date.					
<input type="checkbox"/> The initial findings are sustained. The employee does not meet the acceptable level of competence requirement. Employee has been notified.					
SIGNATURE AND TITLE OF REVIEWING OFFICER				DATE	

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Form AD-658P (12-81)

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Performance Appraisal

Report Number: AD-435

mance. It is produced 10 weeks prior to the completion of the employee's rating period.

Brief Description: Provides documentation of the supervisor's evaluation of the employee's perfor-

Report Availability: After the second Sunday following the end of the pay period.

United States Department of Agriculture Performance Appraisal		1 Social Security Number	2 Position Number	3 Pay Plan	4 Occup. Series
5 Name (Last, First, Middle Initial)		6 Grade/Step or Pay Level		7 Appraisal Period From To	
8 Official Position Title		9 Organization Structure Code			
10 Duty Station		11 Agency Use		12 OFM/NFC Use	
Instructions Blocks 1 through 10, completed by OFM/NFC, should be reviewed and, if necessary, corrected. Block 13. Enter brief description of performance elements. Block 14A. Check performance elements identified as critical. Block 14B, 14C, 14D. Rate actual performance by entering 2 for critical elements and 1 for non-critical elements in appropriate column. Block 14E, 14F, 14G. Enter total of each column. Block 14H. Enter total from 14E, 14F, and 14G. Block 15A. Check off the correct summary rating described in decision table (15B). Blocks 16 through 20. Self-explanatory.					
13 Performance Elements		14A Critical Element (✓)	14B Exceeds Fully Successful	14C Meets Fully Successful	14D Does Not Meet Fully Successful
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
15B Decision Table (check off Summary Rating in block 15A) Rating of Outstanding If 14E equals 14H. Rating of Unacceptable if any critical element is rated in 14D. Rating of Superior if no element is rated in 14D; 14F is greater than zero; and 14E is greater than 14F. Rating of Marginal If 14G is greater than 14E, and no critical element is rated in 14D. Rating of Fully Successful If none of the above apply.			14E Exceeds	14F Meets	14G Does Not Meet
			14H Enter total 14E + 14F + 14G = 14H		14H
15A Summary Rating (See Decision Table in 15B) <input type="checkbox"/> Outstanding <input type="checkbox"/> Superior <input type="checkbox"/> Fully Successful <input type="checkbox"/> Marginal <input type="checkbox"/> Unacceptable					
16 Employee - Standards of Conduct and Ethical Responsibilities (Check off appropriate boxes) a) I have a copy of the Governmentwide standards of ethical conduct and any USDA and agency supplemental regulations governing conduct. <input type="checkbox"/> Yes <input type="checkbox"/> No b) I attended the required annual ethics training. <input type="checkbox"/> Yes <input type="checkbox"/> No					
17 Employee's Signature		Date If employee did not sign, state reason.			
(Instructions for resolutions of disputes are on the reverse of employee copy.)					
18 Supervisor's Signature		Date		19 Reviewer's Signature	
				Date	
20 Approving Official's Signature (optional)					Date

FORM AD-435P (3/94)

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Probationary Or Trial Period Report (AD-507)

Report Number: AD-507

trial period. It is produced at the end of the seventh month of the probationary/trial period.

Brief Description: Provides notification of employee approaching expiration of probationary or

Report Availability: After the second Sunday following the end of the pay period.

U. S. DEPARTMENT OF AGRICULTURE			1. TYPE OF PERIOD EMPLOYEE IS SERVING:	
PROBATIONARY OR TRIAL PERIOD REPORT				
IMPORTANT: THIS FORM IS DUE BACK TO THE PERSONNEL OFFICE NOT LATER THAN:			<input type="checkbox"/> PROBATIONARY <input type="checkbox"/> TRIAL	
2. NAME		3. SOCIAL SECURITY NUMBER	4. PAY PLAN, OCCUP. SERIES AND GRADE	
5. OFFICIAL TITLE OF POSITION		5. PERIOD OF SERVICE COVERED BY REPORT FROM: TO:		
7. AGENCY	8. ORGANIZATIONAL STRUCTURE CODE	9. OFFICIAL DUTY STATION		
10. TENURE GROUP		11. TYPE APPOINTMENT		
FOR COMPLETION BY SUPERVISOR. PLEASE SEE REVERSE OF THIS FORM BEFORE COMPLETING THE FOLLOWING ITEMS.				
12. INDICATE BY S, O, M, OR U WHETHER THE EMPLOYEE'S PERFORMANCE IS SATISFACTORY, OUTSTANDING, MARGINAL, OR UNSATISFACTORY IN THE CHARACTERISTICS LISTED BELOW:				
I. PERFORMANCE		II. CONDUCT		
Interest in Work _____		Attendance _____		
Leadership _____		Punctuality _____		
Initiative _____		General Department _____		
Dependability _____				
13. NARRATIVE STATEMENT. Give your appraisal of this employee's capacity for growth and potential development. (If necessary, use additional sheets and attach.)				
14. I CERTIFY THAT THE EMPLOYEE'S PERFORMANCE AND CONDUCT ARE: (Check One)			15. I RECOMMEND THAT THE EMPLOYEE BE: (Check One)	
A. <input type="checkbox"/> SATISFACTORY			A. <input type="checkbox"/> RETAINED IN PRESENT POSITION	
B. <input type="checkbox"/> UNSATISFACTORY			B. <input type="checkbox"/> SEPARATED FROM PRESENT POSITION	
16. IF YOU RECOMMEND THAT THE EMPLOYEE BE SEPARATED FROM PRESENT POSITION, PLEASE INDICATE ANY OTHER WORK IN THIS AGENCY FOR WHICH YOU BELIEVE THE EMPLOYEE MAY BE FITTED.				
17. SIGNATURE OF SUPERVISOR		18. TITLE		19. DATE
20. SIGNATURE OF REVIEWING OFFICIAL		21. TITLE		22. DATE

FORM AD - 507 /REV. 10/801

Report Availability: After the second Sunday following the end of the pay period.

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Certification For Within-Grade Increase

Report Number: CD-416

the waiting period required for a within-grade salary increase.

Brief Description: Provides advance notice that a Department of Commerce employee will complete

Report Availability: After the second Sunday following the end of the pay period.

Form CD-416 (Rev. 3-82) DAO 888-431		U.S. DEPARTMENT OF COMMERCE			
CERTIFICATION FOR WITHIN-GRADE INCREASE <small>Important: Before completing this form, read the instructions below.</small>					
1. Employee Name LETITIA NELLON				2. Date Ending Waiting Period August 21, 1993	
3. Title SECY OA		Series 0318	Grade 04	4. Organization DENVER REGIONAL OFFICE OFFICE OF THE REGIONAL DIRECTOR	
5. Submitting Office No. 3204		6. Organization Code 52-11-01-0000-00-00-00			
7. Current Performance Rating of Record SATISFACTORY		8. Effective Date of Rating 09-30-92			
9. Certification <input type="checkbox"/> The employee's work is of an acceptable level of competence to warrant an increase in salary to the next step of the grade. <input type="checkbox"/> The employee's work is not of an acceptable level of competence to warrant an increase in salary to the next step of the grade.					
Signature of Certifying Official		Title		Date	
Signature of Approving Official (when required by operating unit)		Title		Date	
Signature of Personnel Office (optional)		Title		Date	
Return completed form to _____ by _____ <div style="text-align: center; font-size: small;">(Building-Room) (Date)</div>					

INSTRUCTIONS FOR CERTIFYING OFFICIALS

1. The employee whose name appears in item 1 will complete the waiting period for a within-grade increase (WGI) on the date shown in item 2. For the employee to receive the WGI, you must certify that his or her work is of an acceptable level of competence (ALOC). ALOC means that the employee's performance is at the "Fully Successful" level or higher, based on a current rating of record.
2. You must complete a rating of record on Form CD-396 if your ALOC determination is inconsistent with the employee's current rating of record.
3. Contact your Servicing Personnel Office for guidance on how to proceed if: (a) you are considering denying the WGI, (b) the employee has no rating of record for the most recently completed performance appraisal cycle, or (c) the employee has been reduced in grade because of unacceptable performance.
4. The WGI determination should be communicated to the employee as soon as possible after completion of the waiting period or other period on which it is based.

White - Employee Performance Folder Pink - Employee's Copy Yellow - Suspense Copy

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Probationary Or Trial Period Report (CD-35)

Report Number: CD-35

Department of Commerce employee approaching expiration of probationary or trial period.

Brief Description: Provides notification of a

Report Availability: After the second Sunday following the end of the pay period.

FORM CD-35 REV. 2-85		U.S. DEPARTMENT OF COMMERCE	
PROBATIONARY OR TRIAL PERIOD REPORT			
TO Supervisor		FROM Personnel Officer	
<p style="text-align: center;">Instructions</p> <p>The employee named below is serving a probationary or trial period that ends on the date shown. This "test" period is an extension of the examination process for Federal employment, during which the employee must demonstrate the capacity and fitness to be retained in the Federal service. Between the ninth and tenth months of the period, the supervisor of each employee must determine whether the employee's performance, conduct, and general traits of character have been satisfactory or unsatisfactory during his or her service to date, and recommend whether he or she should be retained beyond the expiration of the probationary or trial period.</p>			
1 Employee's Name KATHLEEN BOURGEOIS		2 Probationary Period Starts Ends June 13, 1993 June 11, 1993	
3 Title, Series, Grade CIVIL ENGINEER GS-0810-12		4 Organization DENVER REGIONAL OFFICE OFFICE OF THE REGIONAL DIRECTOR	
<p style="text-align: center;">Supervisor's Report (Check one)</p> <p><input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above to be satisfactory.</p> <p><input type="checkbox"/> I have found the performance, conduct, and general traits of character of the employee named above not to be satisfactory.</p>			
<p style="text-align: center;">Supervisor's Recommendation (Check one)</p> <p><input type="checkbox"/> I recommend that the employee named above be retained beyond the expiration of the probationary or trial period.</p> <p><input type="checkbox"/> I recommend that the employee named above not be retained beyond the expiration of the probationary or trial period.</p> <p>(NOTE: If you recommend the employee not be retained, notify the personnel office immediately.)</p>			
Signature of the Supervisor		Date	
Approvals as required by applicable delegations of authority	Signature	Title	Date
Submitting Office Number 3204		Organizational Code 51-11-01-0000-00-00-00-00	Agency Code CH52
Return completed form to _____ by _____ (Bldg., Room) (Date)			

White - Employee Performance File—Pink - Employee's Copy—Yellow - Suspense Copy

USCOM-DC 95 1506

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Report Availability: After the second Sunday following the end of the pay period.

STANDARD FORM 1150 (REV.12-77)
CIVIL SERVICE COMMISSION
FPM SUPP. 296-31 AND 990-2

[illegible]

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Interim Performance Evaluation

Report Number: Memorandum

evaluation in compliance with the Department's appraisal system.

Brief Description: Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance

Report Availability: After the second Sunday following the end of the pay period.

MEMORANDUM FOR	
FROM:	Personnel Officer
SUBJECT:	Summary Performance Rating
The following employee was assigned to your organization for at least 120 days during the current performance appraisal cycle:	
NAME: DOE, MARY	
PAY PLAN, SERIES, GRADE: GG, 0303, 04	
ORGANIZATION: NATIONAL PROCESSING CENTER 3 11 15 005	
BEGINNING DATE OF RATING PERIOD: 10/01/99	
ENDING DATE OF RATING PERIOD: 07/29/00	
Under the Department's performance management system, this employee is entitled to a summary performance rating for the work performed during the specified period within 30 calendar days of the ending date shown above.	
Please complete a CD-396, "Performance Management Record", for this employee and submit it to my office by 08/28/00.	
If you have any questions about this requirement, contact	

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Interim Performance Evaluation (*cont'd*)

Report Number: Memorandum

evaluation in compliance with the Department's appraisal system.

Brief Description: Provides notification to the supervisor that a Department of Commerce employee should receive an interim performance

Report Availability: After the second Sunday following the end of the pay period.

SAMPLE OF INTERIM PERFORMANCE EVALUATION REPORT (FOR NOAC 702 OR 721 AND AUTHORITY CODE N7M) OR NOAC 702 AND AUTHORITY CODE N6M OR H5M)	
MEMORANDUM FOR (TO BE COMPLETED BY PERSONNEL OFFICE)	
FROM:	PERSONNEL OFFICER
SUBJECT:	SUMMARY PERFORMANCE RATING
THE FOLLOWING EMPLOYEE WAS ASSIGNED TO YOUR ORGANIZATION FOR AT LEAST 120 DAYS DURING THE CURRENT PERFORMANCE APPRAISAL CYCLE:	
NAME: JAMES S. JONES	
PAY PLAN, SERIES, GRADE: GS 1340 007	
ORGANIZATION: GRAND RAPIDS (WSO) MICHIGAN 54 20 30 9635	
BEGINNING DATE OF RATING PERIOD: XX/XX/XX	
ENDING DATE OF RATING PERIOD: XX/XX/XX	
UNDER THE DEPARTMENT'S PERFORMANCE MANAGEMENT SYSTEM, THIS EMPLOYEE IS ENTITLED TO A SUMMARY PERFORMANCE RATING FOR THE WORK PERFORMED DURING THE SPECIFIED PERIOD WITHIN 30 CALENDAR DAYS OF THE ENDING DATE SHOWN ABOVE.	
PLEASE CONTACT (TO BE COMPLETED BY PERSONNEL OFFICE) TO DETERMINE IF YOU MUST COMPLETE A CD-396, "PERFORMANCE MANAGEMENT RECORD," FOR THIS EMPLOYEE.	

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Federal Wage System WGI Status Eight Week Notification

Report Number: AECO37U3

Brief Description: Provides a list of Federal Wage System employees whose within-grade increases (WGI) are not generated due to a performance rating of less than fully successful. The WGI is not gen-

erated unless action is taken to change the performance appraisal to fully successful or greater before the effective date of the WGI.

Report Availability: After the second Sunday following the end of the pay period.

PREPARED 05/18/2000		AECO37U3		FEDERAL WAGE SYSTEM WGI STATUS EIGHT WEEK NOTIFICATION - AS OF 05/06/2000	
PAGE 1					
** SENSITIVE PERSONNEL DATA - USE IS RESTRICT					
ED **					
-->-->-->--> THESE FWS EMPLOYEES WILL NOT RECEIVE AN AUTOMATIC WGI - DUE TO LESS THAN SATISFACTORY PERFORMANCE <--<--<--<					
<--<--<--<--> TO GRANT AN EMPLOYEE A WITHIN GRADE INCREASE THE AGENCY MUST CHANGE THE PERFORMANCE APPRAISAL <--<--<--<					
<--<--<--<-->					
AG 03 03 AGRICULTURAL RESEARCH SERVICE		POI 4860 BELTSVILLE, MD			
EMPLOYEE NAME		OFFICIAL TITLE OF POSITION		DUTY STATION LOCATION	
ORG.		PAY		COMMENCING	
PROJECTED TYPE		INTERM			
ITTENT		STRUCT. LEVELS		PAY	
OCC		RATE		INDIVIDUAL MASTER DATE TOWARD	
PAY PERIOD		OF		D A	
Y S		SOC SEC NO		--2-- THRU --8- PLAN GRADE SERIES DETR POS NO	
REC NO		WGI		D S CODES	
WGI DUE		EMPL		WORKED	
ELAPSED					
DOE, MARY		MUSEUM TECHN CN ZOO		WASHINGTON, DC	
XXX-XX-XXXX		12127541000000		GS 07 02 1016 1 007B9404 7B9404 01/16/00 11 0010 001 00 1 0L	
0000					
STRUCTURE LEVEL		10 12 1275 41 TOTAL		1	
EMPLOYING OFFICE TOTAL		1			

Report Availability: After the second Sunday following the end of the pay period.

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Performance Evaluation Eligibility For – Perm (or Temp) – Employees

Report Number: AECO37U5

Brief Description: Provides the performance evaluation eligibility date for all permanent employees and temporary employees serving under an appointment of 120 days or more. An individual

report is produced for each permanent employee and temporary employee serving under an appointment of 120 days or more.

Report Availability: After the second Sunday following the end of the pay period.

XX/XX/XX	XX/XX/XX	AECO37U5 PERFORMANCE EVALUATION ELIGIBILITY FOR – PERM – EMPLOYEES					PROJECTED AS OF XX/XX/XX		PAGE	1
FL 25 25 FARM CREDIT ADMINISTRATION					PERS. OFF. ID. 1736			MCCLEAN, VA		
EMPLOYEE NAME		TYPE			DATE					
SOC SEC NO	ORG. STRUCTURE	PAY PLAN	GRADE /STEP	APPT CODE	DATE OF ELIGIBILITY	DATE W/G/DUE	ENTERED ON DUTY	DATE LAST RATED	PERFORMANCE RATING	
	2 3 4									
ADOE, JOHN D 005-05-0005	25-10 0000	VG	05/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS	
GHILL, JANE M 004-05-0004	25-20 000	VG	03/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS	
PISS, L M 007-07-0007	25 20 0000	VG	04/01	04	XX/XX/XX	XX/XX/XX	XX/XX/XX	XX/XX/XX	FS	

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Notification Of Longevity Percent Changes

Report Number: AECO37U6

changing as a result of completing the number of years of service required for an increase in longevity pay.

Brief Description: Provides a list of U.S. Secret Service employees who will begin longevity pay for the first time and employees whose percentage is

Report Availability: After the second Sunday following the end of the pay period.

PREPARED		05/18/2000		AECO37U6		NOTIFICATION OF LONGEVITY PERCENT CHANGES					
PAGE		1		EFFECTIVE NEXT PAY PERIOD					- AS OF PAY PERIOD ENDING 05/06/2000		
AG 03 03		AGRICULTURAL RESEARCH SERVICE				PERS. OFF. ID.		4860 BELTSVILLE, MD			
EMPLOYEE NAME											
ORG		STRUCTURE		PAY GRADE		NEW		LONGEVITY		AWOL	
SOC SEC NO		2 3 4		PLAN /STEP		SALARY		PERCENT		DATE	
DOE, MARY											
XXX-XX-XXXX				GS 07/02		\$ 29,827.00		00		00/00/00	
STRUCTURE LEVEL		TOTAL		1							
EMPLOYING OFFICE TOTAL				1							

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Report Availability: After the second Sunday following the end of the pay period.

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Report Availability: After the second Sunday following the end of the pay period.

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Listing Of Employees With Change In Union Dues

Report Number: BEAR9203

Brief Description: Provides a list of employees whose current union dues deduction has changed in accordance with the Table Management System (TMGT) Table 010, Union and Association Code Address. NFC will generate a pay adjustment for each employee listed on the report. The report is

available to all personnel offices each pay period. The reports are sorted by agency, personnel office identifier, and social security number and retained in RFQS for 26 pay periods. The report contains sensitive data; use is restricted.

Report Availability: After the second Sunday following the end of the pay period.

SENSITIVE PERSONNEL DATA USE IS RESTRICTED																
REPORT BEAR9203				LISTING OF EMPLOYEES WITH CHANGE IN UNION DUES												
AGCY	POI	SOCIAL	LAST NAME	INIT	ORG STRUCTURE	UNION NO 1	AMT	AMT	%	%	UNION NO 2	AMT	AMT	%	%	
						CODE	LOCAL	OLD	NEW	OLD	NEW	CODE	LOCAL	OLD	NEW	
PA	5260			B	PA100	1000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			R	PA101	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			M	PA102	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			E	PA201	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			R	PA202	0000000000000000	050906	.50	1.50			000000	.00	.00		
PA	5260			W	PA204	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			W	PA300	1000000000000000	090001	8.00	9.00			000000	.00	.00		
PA	5260			S	PA301	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			J	PA302	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			M	PA302	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			H	PA400	1000000000000000	090001	8.00	9.00			000000	.00	.00		
PA	5260			R	PA401	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			S	PA402	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			J	PA402	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			D	PA402	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			T	PA403	0000000000000000	530000	5.50	7.50			000000	.00	.00		
PA	5260			G	PA403	0000000000000000	050906	.50	1.50			000000	.00	.00		
PA	5260			J	PA500	0000000000000000	050905	.50	1.50			000000	.00	.00		
PA	5260			P	PA500	0000000000000000	530000	5.50	7.50			000000	.00	.00		

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FEHB Status Letters – Employee Express

Report Number: None

Brief Description: Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in the Federal Employees Health Benefits (FEHB) program. A letter is available for every SF–2809,

Health Benefits Registration Form, submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by the organizational structure code and retained in RFQS for 26 pay periods.

Report Availability: After the second Sunday following the end of the pay period.

Date:

To: Employee Name
Mailing Address

This is to verify the information concerning your Federal Employees Health Benefits enrollment which you made through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
Sex
Married?
New Plan Name
New Enrollment Code
Family Members
Other Insurance
CHAMPUS?
Medicare Coverage A?
Other Private Insurance Name
Present Plan Name
Enrollment Code
Number of Event
Date of Event
Agency Code
POI
Payroll Office Number
Effective date

Your health insurance plan will mail your new identification card(s) to you. Please contact your health plan carrier if you have more than 5 family members to be covered under this plan.

Agency Representative

TSP Status Letters – Employee Express

Report Number: None

Brief Description: Provides a letter to the personnel office to be issued to the employee confirming enrollment and/or change in enrollment in the Thrift Savings Plan (TSP). A letter is available for every TSP–1, Thrift Savings Plan Election Form,

submitted through Employee Express. A copy of the letter is retained in the employee's official personnel folder. Letters are sorted by organizational structure code and retained in RFQS for 26 pay periods.

Report Availability: After the second Sunday following the end of the pay period.

Date:

To: Employee Name
Mailing Address

This is to verify your Thrift Savings Plan as a result of the action you submitted through Employee Express. Please contact your personnel office if you have any questions or if any of the following information is incorrect:

Social Security Number
Date of Birth
TSP Percent
TSP Amount
G Fund
F Fund
C Fund
Effective date
Agency Code
POI
Payroll Office Number

Agency Representative

(reserved)

Appendix

RFQS Error Messages

Agency Must Be Entered If Org Lev2 Is Entered
Department Code Invalid
Department Code Must Be Entered
Invalid Employing Office – Please Rekey
Invalid Entry, Please Rekey
Invalid Department Code – Please Rekey
Invalid Option, Please Rekey
Invalid Org Agency – Please Rekey
Invalid Pass, Please Rekey
Invalid Pay Period, Please Rekey
Invalid User Response – Please Rekey
Job Name Character Must Be alphabetic
Not Authorized Access – Please Rekey
Not Available At This Time
Number Of Copies Must Be Between 1 And 5
Org Agency Must Be Entered
Org Agency & Submitting Office Cannot Both Be Blank or zero
Org Lev2 Must Be Entered If Org Lev3 Is Entered
Org Lev3 Must Be Entered If Org lev4 is Entered
Pay Period Entered Greater Than Last One Processed
Remote Destination Must Be Entered
Report Creation Error – Please Rekey
RFQS Is Temporarily Out Of Service
SSN1 Must Be Entered If Others Contain Data
SSN2 Must Be Entered If SSN3 Contains Data
Submitting Office Must Be Entered
Sysout Class Must Be “A” Or “X”
The 50s Are Temporarily Out Of Service For Your Agency
The SF50s Are Temporarily Unavailable
The Current Pay Period For Processing SF1150’s Is Pay Period < >. Only Pay Periods Prior To This Are Permitted.
The 50’s Are Temporarily Out Of Service For Your Agcy
User Name Must Be Entered

(reserved)

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